



California Department of Corrections
INFORMATIONAL BULLETIN

**Subject: ANNOUNCE CDC FORM 3015,
AUTHORIZATION TO ISSUE
NOTICE TO PROCEED (NTP)**

Number:

02/06

Date Issued:

February 25, 2002

The purpose of this Informational Bulletin is to officially announce the California Department of Corrections' (CDC) Form 3015, Authorization To Issue Notice To Proceed (NTP).

Effective upon receipt of this bulletin, CDC Form 3015 (02/02) shall be used by all institution staff when requesting services from Master Contracts issued by the Contract Management Branch (CMB), Institution Contracts Section (ICS). Instructions for completing CDC Form 3015 are printed on the reverse side of the form.

CDC Form 3015 (02/02) may be ordered from Prison Industry Authority on a CDC Form 1853. The two-sided form will be printed on 8 ½" X 11" white bond paper in sets of 500. The form is also available in a two-page version from the CDC Intranet site at http://intranet/contract/electronic_forms.htm, or may be requested by contacting the CMB, ICS help desk by telephone at (916) 445-2679, or by e-mail at ICSHD@adminsvcs.corr.ca.gov.

Please inform all persons concerned of the contents of this bulletin and direct any inquiries regarding this bulletin to Kathleen Appel, Special Projects/Policy Unit, Contract Management Branch at (916) 324-6638, or e-mail to kappel@adminsvcs.corr.ca.gov.

RICK GRENZ, Chief
Regulation and Policy Management Branch



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Office of Correctional Planning